



Tickford Park Primary School

Charging & Remissions Policy

Sept 2019

Date: September 2019

Person Responsible for Policy: School Business Manager

Date of Approval: October 2019

Approved By: Policies Committee

Cycle of Review: Annually

Date Next Review is required: September 2020

CHARGING AND REMISSIONS POLICY

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Tickford Park Primary School operates within these regulations.

Charging Policy

1. Activities without Charge

There will be no charge for the following activities:

- Admission applications.
- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments or other equipment.
- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum or Religious education.
- Education provided outside school hours if it is part of the National Curriculum.
- Instrumental or vocal tuition, for pupil's learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- Transporting registered pupils to or from premises, where the Local Authority has a statutory obligation to provide transport.
- Music tuition for a child who is looked after by a local authority.

2. Chargeable Activities

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Music or vocal tuition provided at the request of the pupil's parent
- Transport (other than that arranged by the local authority)
- Board and Lodging on a residential visit

When calculating the cost of chargeable activities, an amount may be included in relation to:

- Any materials, books or instruments provided in connection with the activity.
- The cost of buildings and accommodation
- Non-teaching staff costs
- The cost, or proportionate cost of teaching staff employed for tuition

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the activity. No charge will include an element of subsidy for other pupils.

Parental agreement is necessary for the provision of chargeable activities.

3. Tickford Teatime Club

There is a separate policy detailing the charges, terms and conditions of the After School Club.

4. Voluntary Contributions

The Governors recognise the value of educational visits in supporting the curriculum and putting much of the work in school into context. We believe that these activities should continue to be available for our children so that they can enjoy a wider range of educational opportunities. The school budget does not provide adequate funds to allow financial support of educational visits or events.

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently or excluded from an activity.
- Where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.
- A small charge to cover insurance and administration will be included in the calculation for suggested voluntary contributions.
- All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation.

5. Remissions

Pupil's eligible for Pupil Premium may receive financial support towards school visits, residential, after school clubs, music lessons and any other chargeable events. This will be at the discretion of the governing board and headteacher and will depend on the activity in question.

The school cannot subsidise board or lodgings for residential visits.

6. Damages

The Governing board reserve the right to:

- a) Request parents to meet the costs of breakages or damages to school, staff and/or another child's property and buildings as a result of their child's misbehaviour.
- b) Make an appropriate charge for loss or damage to books. If the books are on loan from the School Library Service or a third party loan service then the charge may be specified in the agreement between the service and the school.

The Business Manager (Louise Andall) monitors charges and remissions, and ensures these comply with this policy. The policy is reviewed annually by the Policies Committee.